

JUS.T.I.S. Governance Council Meeting
November 29, 2012 Minutes

Start of Meeting: 09:40 a.m.

Departments Present: Adult Probation, District Attorney, Sheriff, Police, Public Defender, Superior Court, Department on Status of Women, City Administrator's Office, Mayor's Office, Department of Technology

Absent: Juvenile Probation, Emergency Management

Minutes from Prior Meetings – Approved minutes from meeting held on October 25, 2012.

From Executive Sponsor's Update:

Council was provided a status of the RFP for Failover Equipment.

It was reported that a recent off-hour fire at City Hall had no impact on the JUSTIS team's resources.

Departments were asked to identify an additional alternate for Governance Council meetings.

JUSTIS was asked to make project presentation at the upcoming Family Violence Council quarterly meeting and the combined Committee on the Status of Women (COSW) and Police Commission meeting.

JUSTIS was also requested to be interviewed for a Board of Supervisor's audit on Realignment.

From the Technical Steering Committee's Update:

Our top priority for the month was the creation of Domestic Violence-related reports and preparation for the upcoming presentations at the Family Violence Council meeting and the combined Police Commission - COSW meeting.

Our priority activity was related to our Request for Proposal (RFP) for fail over equipment. The pre-bid conference was held in late October. Bids were due in early November and that is also when the winning bid was selected.

The JUSTIS team also worked on activities related to hub connections for the Courts, Public Defender, and the District Attorney.

There was also activity related to use case definitions for Adult Probation and single entry booking for the Police and Sheriff.

From Case Management System Updates:

Hub Activity/Server Project:

The staff has developed a series of domestic violence reports using data currently available to us, and will be working with DOSW to fine tune the reports. Four of the reports were identified to be used in upcoming presentations.

The team worked with the Public Defender to connect the Public Defender to the JUSTIS Hub.

The staff also started discussions with the District Attorney on upgrading their connection to JUSTIS.

Activities were also started on providing the Courts with data for a new data conversion in December.

Data Portal for Status of Women:

On December 5th there will be a combined meeting with the Police Commission and the Board of Supervisors related to Domestic Violence issues.

District Attorney:

The DA has started working with the JUSTIS to establish bi-directional message sharing between their case management system and JUSTIS. They are also working with DT to resolve a response time issue related to the movement of documents.

Public Defender:

The Public Defender announced that they were now connected to JUSTIS. They are doing some internal checking to ensure that data is properly being populated in their case management system.

Police:

The Police reported that they have added a 9th Oracle contractor to the third phase of their Crime Data Warehouse (CDW) project. And they will be mapping incidents with calls for service data.

Adult Probation:

Adult Probation has been meeting with their case management system vendor and the third party vendor that will develop their application interface to JUSTIS.

They have also been meeting with the JUSTIS team on use cases.

Superior Court:

The Courts introduced Nicole Adams to the Council as a new member of their team. The Courts are working on the addition of approximately 60 new fields into their database. And they are preparing for their 6th data conversion.

The Courts are also having internal discussions on electronic filings.

Sheriff Department

The Sheriff Department announced that a new civilian employee had been hired to fill a business analyst position. The person's responsibilities would include working on reports and overseeing the data quality of report entry.

The Sheriff is also anticipating moving their non-JUSTIS files off of the JUSTIS storage system and onto the Department of Technology's new equipment at 1011 Turk Street.

End of Meeting: 10:38 a.m.